

Regular Meeting

August 30, 2004  
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, August 30, 2004, at 12:38 p.m. with Priscilla Tyson, Grady Pettigrew and Mary Jo Hudson in attendance.

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RE: *Review and approval of the minutes from the June 28, 2004, regular meeting.*

The minutes were approved as written.

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RE: *Review and approval of the minutes from the July 21, 2004, special meeting.*

The minutes were approved as written.

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RE: *Review and approval of the minutes from the July 26, 2004, regular meeting.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal:  
Yefim Kunis vs. Columbus Public Schools, Appeal No. 04-BA-0003. Environmental  
Systems Technician – 10-Day Suspension. Hearing scheduled for October 4, 2004.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter reported that this Columbus Public Schools' employee was suspended for 10 days for malfeasance and misfeasance. This appeal is based on the merits and mitigation. The appellant is the only witness who will testify on his behalf. Columbus Public Schools (CPS) anticipates calling five witnesses. Both parties estimated the case would take one half day or less to complete.

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RE: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Review and approval of the 2005 Trial Board Hearing schedule.*

The schedule was approved as written.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing held on June 14, 2004: Christopher Burgin vs. Columbus Public Schools, Appeal No. 03-BA-0024.*

The Commissioners adopted the recommendation of the Trial Board to affirm the action of the appointing authority discharging Christopher Burgin from the position of Landscape Maintenance Worker II with the Columbus Public Schools.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification of Communications Specialist (Print Media) [Class Code 344].*

PRESENT: Jacqueline Chapman, Columbus Public Schools

Jacqueline Chapman appeared before the Commissioners to request approval of revisions to the classification Communications Specialist (Print Media).

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to create the classification of Assistant Internal Auditor, designate the examination type as noncompetitive and assign a probationary period of 360 days.*

PRESENT: Sue Messina, Columbus Public Schools

Sue Messina appeared before the Commissioners to request approval of the creation of the classification Assistant Internal Auditor, designate the examination type as noncompetitive and assign a probationary period of 360 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review of the classification Excavator with no revisions (Class Code 3430).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to approve the specification review for Excavator with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in June of 1999. There are currently fifteen employees serving in this classification, all in the Department of Public Utilities.

Based on questionnaire data from employees and supervisors and feedback from departmental human resources staff, there are no recommended revisions to the Excavator class specification. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Equipment Operator I, change the probationary period to 270 days and amend Rule XI accordingly (Class Code 3420).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented this request in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Equipment Operator I was last revised in June of 1999. There are currently eighty-six employees serving in this classification in the Departments of Public Safety, Public Service and Public Utilities.

No revisions were proposed to the definition. The examples of work section of the specification was revised to include a more complete listing of the various types of equipment and vehicles operated. One additional duty was included pertaining to cleaning vehicles/equipment after use.

It was recommended that the guidelines for class use section be deleted because the information in that section is also included in the examples of work section of the specification. No revisions to the minimum qualifications or the knowledge, skills and abilities sections were recommended. Although the original request recommended that the probationary period be extended to 270 days, this request was withdrawn at the meeting. No revision to the noncompetitive examination type was recommended.

A motion to approve the request as modified was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Equipment Operator II (Class Code 3421).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification Equipment Operator II as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in June of 1999.

There are currently sixty-two employees serving in this classification in the departments of Public Service and Public Utilities.

No revisions to the definition were recommended. The examples of work section of the specification was revised to include a more complete listing of the various types of equipment and vehicles operated at this level. Some additional duties were included pertaining to cleaning vehicles and/or equipment after use and checking various fluid levels and air pressure before and after use. It was recommended that the guidelines for class use section be deleted because the information in that section is also included in the examples of work section of the specification. The proposed minimum qualifications would require a Class A, Commercial Driver's license and two years of experience. There were no proposed revisions to the knowledge, skills, and abilities, the 365-day probationary period or the noncompetitive (with qualifying examination) examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Program Manager I (Class Code 1744).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification Public Health Program Manager I in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. This classification was last revised in July of 1999. There are currently fourteen employees serving in this classification.

No revision to the definition was recommended. It was proposed that the examples of work section be revised to include a duty statement pertaining to leadership responsibility during public health emergencies and significant events. The Health Department also requested that a statement be added to indicate that some positions may have limited supervisory responsibility. Currently the specification defines this classification as having no direct supervisory responsibility and, if a position were to supervise, the Public Health Program Manager II classification is defined as having supervisory responsibility for a small team. However, the Health Department advised that there are occasions that Public Health Program Manager I's may have limited supervisory responsibility when the overall size and complexity of the program(s) being managed do not warrant the use of the higher classification. It was therefore requested that the guidelines for class use section of the specification be revised to delete the wording regarding "no direct supervisory responsibility". No revisions to the minimum qualifications, knowledge skills and abilities, the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Program Manager II (Class Code 1740).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification Public Health Program Manager II as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last updated in July of 1999. There are currently fourteen employees serving in this classification and they are assigned to the Columbus Health Department.

No revisions to the definition were recommended. It was proposed to revise the examples of work section to include a duty statement pertaining to leadership responsibility during public health emergencies and significant events. No revisions to the minimum qualifications, knowledge, skills and abilities, the noncompetitive examination type or the 365-day probationary period.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Program Manager III (Class Code 1741).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification Public Health Program Manager III as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in July of 1999. There are currently eight incumbents serving in this classification and they are assigned to the Columbus Health Department.

No revisions to the definition were recommended. The only revision to the examples of work section was to include a duty statement pertaining to leadership responsibility during public health emergencies and significant events. No revisions to the minimum qualifications, knowledge, skills and abilities, the noncompetitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Program Manager IV (Class Code 1742).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification Public Health Program Manager IV. This classification was reviewed as part of the Public Health Program Manager series in order to maintain consistency across all the classifications within the series. There are currently two employees serving in this classification in the Columbus Health Department.

No revisions to the definition were recommended. The only revision to the examples of work section was to include a duty statement pertaining to leadership responsibility during public health emergencies and significant events. No revisions to the minimum qualifications, knowledge, skills and abilities, the noncompetitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Purchasing Coordinator (Class Code 0784).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification Purchasing Coordinator as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in August of 1999. There are currently six incumbents serving in this classification; five in the Public Utilities Department and one in the Columbus Health Department.

The definition was revised to remove the word "assisting", which serves to better distinguish this classification as professional and provide greater distinction between this class and the Purchasing Expediter. In addition, it was requested that the word "purchasing" be replaced with "procurement" throughout the specification. The examples of work section was revised to include additional duty statements illustrating the work performed by the different positions. Also, "sale of surplus" was added to several examples of work and represents an important work function. No revisions to the minimum qualifications or the knowledge, skills and abilities sections of the specification were recommended for revision. It was recommended that the examination type remain competitive and that the probationary period remain at 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification License Officer (Class Code 1891).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification License Officer as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in March of 2001.

It was recommended that the definition be revised to more accurately define the location of positions for this classification (Division of Support Services in the Department of Public Safety). It was recommended that the minimum qualifications be revised to better define the type of experience needed to perform the work – Completion of the twelfth school grade and three years of experience performing investigative work or fact-finding interviews. No revisions to the examples of work, the knowledge, skills and abilities, the competitive examination type or the 365 day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification License Supervisor (Class Code 1893).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification License Supervisor as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in September of 1999. There are no employees serving in this classification, however, supervisory personnel reviewed the specification.

It was recommended that the definition be revised to more accurately define the location of positions for this classification (Division of Support Services in the Department of Public Safety). It was recommended that the examples of work section of the specification be revised to delete “supervision of support staff”. It was recommended that the minimum qualifications be revised to better define the type of experience needed to perform the work – Five years of experience performing investigative work or fact-finding interviews. No revisions to the knowledge, skills and abilities, the competitive examination type or the 365 day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification License Manager (Class Code 1895).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission’s request to revise the specification for the classification License Manager as part of the Civil Service Commission’s effort to review all classifications every five years. This classification was last reviewed in September of 1999. There is currently one employee serving in a position allocated to this classification.

It was recommended that the definition be revised to more accurately define the location of the position allocated to this classification (Division of Support Services in the Department of Public Safety). It was recommended that the minimum qualifications be revised to better define the type of experience needed to perform the work – Seven years of experience performing investigative work or fact-finding interviews. No revisions to the examples of work, knowledge, skills and abilities, the noncompetitive examination type or the 365-day probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fire Lieutenant (Class Code 3091).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry, Personnel Analyst II, presented the Commission’s request to revise the specification for the classification Fire Lieutenant. This classification was last reviewed in June of 2003; however, a change in circumstances has prompted another review at this time in preparation for upcoming promotional testing.

The promotional test for Fire Lieutenant is administered once every two years in accordance with the IAFF Local 67 bargaining agreement. The current minimum qualifications related to service in a previous classification require “Five years of experience as a Columbus Firefighter including one year of continuous accredited service immediately prior to the date of the first phase of the examination”. In previous administrations, this examination took place at approximately the same time of the year and the first phase was administered in February. Because of a change in the way Civil Service is testing for this administration, the first phase will be administered in December. Those individuals who thought they had until February of 2005 to meet the minimum qualifications must now meet them by December of 2004. The administration dates of examinations are not rigid and any changes made by Civil Service could affect many individuals depending on the dates they were appointed as firefighters.

The only dates that are static in this process are the expiration date of the current eligible list and the establishment of the new list. Whether or not a candidate meets the minimum qualifications should not be determined by changeable dates associated with test administrations but should be based on an already established point in time. Therefore, it was recommended that the minimum qualifications be revised to read “Five years of experience as a Columbus Firefighter including one year of continuous accredited service by the expiration of the current Fire Lieutenant eligible list”. This recommendation

would ensure consistency in Fire Lieutenant testing by establishing a fixed deadline for the evaluation of candidates' minimum qualifications.

Fire Deputy Chief Robert Coles and Fire Battalion Chief Wesley Fullen addressed the Commission regarding concerns that they have with the proposed revision. The Commissioners deferred the request so that their concerns could be addressed.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fire Captain (Class Code 3088).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Fire Captain. This classification was last reviewed in June of 2003; however, a change in circumstances has prompted another review at this time in preparation for upcoming promotional testing.

The promotional test for Fire Captain is administered once every two years in accordance with the IAFF Local 67 bargaining agreement. The current minimum qualifications related to service in a previous classification require "One year of continuous accredited service as a permanent appointee as a Fire Lieutenant immediately prior to the date of the first phase of the examination". In previous administrations, this examination took place at approximately the same time of the year and the first phase was administered in February. Because of a change in the way Civil Service is testing for this administration, the first phase will be administered in December. Those individuals who thought they had until February of 2005 to meet the minimum qualifications must now meet them by December of 2004. The administration dates of the examination are not rigid and any changes made by Civil Service could affect many individuals depending on the dates they were promoted to lieutenant.

The only dates that are static in this process are the expiration date of the current eligible list and the establishment of the new list. Whether or not a candidate meets the minimum qualifications should not be determined by changeable dates associated with a test administration but should be based on an already established point in time. Therefore, it was recommended that the minimum qualifications be revised to read "One year of accredited service as a permanent appointee in the class of Fire Lieutenant by the expiration of the current Fire Captain eligible list". This recommendation would ensure consistency in Fire Captain testing by establishing a fixed deadline for the evaluation of candidates' minimum qualifications.

Fire Deputy Chief Robert Coles and Fire Battalion Chief Wesley Fullen addressed the Commission regarding concerns that they have with the proposed revision. The Commissioners deferred the request so that their concerns could be addressed.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fire Battalion Chief (Class Code 3087).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Fire Battalion Chief. This classification was last reviewed in June of 2003; however, a change in circumstances has prompted another review at this time in preparation for upcoming promotional testing.

Because of a change in the way Civil Service is testing for the upcoming Fire Lieutenant and Fire Captain tests, the dates of the first phase of the exams will begin approximately two months earlier than in previous administrations. This change could have made previously eligible candidates, ineligible. In order to bring consistency to the process, the decision was made to recommend changes to the

minimum qualifications so that candidate eligibility would be consistent with the expiration date of eligible lists.

One of the current minimum qualifications for the Fire Battalion Chief is “One year of continuous accredited service as a permanent appointee in the class of Fire Captain immediately prior to the date of the first phase of the examination”. In order to be consistent with the eligible date used for Fire Lieutenant and Fire Captain, this minimum qualification must be changed to read, “One year of continuous accredited service as a permanent appointee in the class of Fire Captain by the expiration date of the current Fire Battalion Chief eligible list”.

This change would not adversely impact any candidates but would make eligible any Captain promoted between November 30, 2003 and February 17, 2004. It was therefore recommended that the Fire Battalion Chief classification be revised as proposed.

Fire Deputy Chief Robert Coles and Fire Battalion Chief Wesley Fullen addressed the Commission regarding concerns that they have with the proposed revision. The Commissioners deferred the request so that their concerns could be addressed.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fire Deputy Chief (Class Code 3085).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry, Personnel Analyst II, presented the Commission’s request to revise the specification for the classification Fire Deputy Chief. This classification was last reviewed in June of 2003; however, a change in circumstances has prompted another review at this time in preparation for upcoming promotional testing.

Because of a change in the way Civil Service is testing for the upcoming Fire Lieutenant and Fire Captain tests, the dates of the first phase of the exams will begin approximately two months earlier than in previous administrations. This change could have made previously eligible candidates, ineligible. In order to bring consistency to the process, the decision was made to recommend changes to the minimum qualifications so that candidate eligibility would be consistent with the expiration date of eligible lists.

One of the current minimum qualifications for the Fire Deputy Chief is “One year of continuous accredited service as a permanent appointee in the class of Fire Battalion Chief immediately prior to the date of the first phase of the examination”. In order to be consistent with the eligible date used for Fire Lieutenant and Fire Captain, this minimum qualification must be changed to read, “One year of continuous accredited service as a permanent appointee in the class of Fire Battalion Chief by the expiration date of the current Fire Deputy Chief eligible list”.

This change would not adversely impact any candidates but would make eligible any Battalion Chief promoted between November 30, 2003 and February 17, 2004. It was therefore recommended that the Fire Deputy Chief classification be revised as proposed.

Fire Deputy Chief Robert Coles and Fire Battalion Chief Wesley Fullen addressed the Commission regarding concerns that they have with the proposed revision. The Commissioners deferred the request so that their concerns could be addressed.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Telecommunications Specialist II (Class Code 0610).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Support Services Division Administrator (Class Code 0266).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification Support Services Division Administrator in conjunction with the request from the Department of Public Safety to revise the minimum qualifications for Support Services Division Assistant Administrator. It was recommended that similar revisions be made to the Support Services Division Administrator specification to ensure consistency within the series.

The newly reorganized Support Services Division within Public Safety now encompasses the Communications, Licensing and Weights and Measures Sections. The department has requested that the minimum qualifications be broadened to capture the needs of every section within the Division. The minimum qualifications are currently written with a focus on the technical requirements of the job, specifically pertaining to the design, maintenance or repair of communications equipment. However, with the Division expanding to include both the Licensing and Weights and Measures Sections, it was recommended that the minimum qualifications also expand to include these other functional areas.

There were no other recommended changes to the specification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Support Services Division Assistant Administrator (Class Code 0267).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented the Commission's request to revise the specification for the classification Support Services Division Assistant Administrator at the request of the Department of Public Safety. The newly reorganized division within Public Safety now encompasses the Communications, Licensing and Weights and Measures Sections. The Department of Public Safety requested that the minimum qualification be broadened to capture the needs of every section within the Division.

The minimum qualifications are currently written with a focus on the technical requirements of the job, specifically pertaining to the design, maintenance or repair of communications equipment. However, with the Division expanding to include both the Licensing and Weights and Measures Sections, it is recommended that the minimum qualifications also expand to include these other functional areas.

There were no other recommended changes to the specification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

*Review of the appeal of Adam Gilbert regarding the denial of his request to be reinstated to the Police Communications Technician eligible list – Appeal No. 04-CA-0019.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Gilbert's appeal without a hearing. Mr. Gilbert's appeal was based upon his belief that an error was made in the determination that he did not separate in good standing from the position of Police Communications Technician. After reviewing Mr. Gilbert's personnel file and documentation of his termination, it appears that he was unable to consistently and effectively perform all of the duties associated with the Police Communications Technician classification. The Department of Public Safety terminated him during his probationary period, and indicated that the termination was not in good standing, and that they would not re-employ him in this classification. Therefore, the appeal was dismissed.

*Review of the appeal of Michael Shoemaker regarding the rejection of his application for the Parks Maintenance Worker examination – Appeal No. 04-CA-0020.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Shoemaker's appeal without a hearing. The basis of Mr. Shoemaker's appeal was that he filed his application on-line, received a confirmation number and misplaced the confirmation number. The Commission's on-line system generates and records a confirmation number when an application is submitted; the Commission has no confirmation number associated with Mr. Shoemaker's name and he has not produced a confirmation number with regard to this position. Due to the performance-based nature of the examination, it is not possible to re-administer the examination.

*Review of the appeal of Rebecca Cole, regarding her request to be reinstated to the Refuse Collection Vehicle Operator (Automated) eligible list – Appeal No. 04-CA-0021.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Ms. Coles' appeal without a hearing. Ms. Coles' appeal was based upon the fact that she was unaware that she only had one year from the date of termination from City employment to request reinstatement to the eligible list. Ms. Cole was terminated from City employment on December 3, 2001. In order for her request to be granted, it should have been submitted on or before December 2, 2002. Ms. Cole submitted her request for reinstatement on April 26, 2004.

*Review of the appeal of Judith Collmar, regarding her request for Warehouse Worker to be on the Same & Similar list for layoff purposes with Columbus Public Schools – Appeal No. 04-BA-0013.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Ms. Collmar's appeal without a hearing. Ms. Collmar's appeal was based upon her belief that the Warehouse Worker classification should have been identified as a Same and Similar classification relative to her bumping rights after being laid off as a Fire Safety Equipment Worker. The Warehouse Worker classification is a higher class for purposes of bumping rights. The minimum qualifications for the Warehouse Worker classification require warehouse experience, along with additional "training and experience equivalent to the completion of the twelfth school grade." The minimum qualifications for the Fire Safety Equipment Worker classification require only "any combination of training and experience equivalent to completion of the twelfth school grade." When layoffs occur, bumping rights are exercised by bumping into a lower class, i.e., one with fewer minimum qualifications than the classification currently held by the laid off employee. The inclusion of Warehouse Worker as a same and similar classification for bumping purposes for those in the Fire Safety Equipment Worker would permit employees to bump into a higher class. Neither Civil Service rules regarding layoffs nor the Ohio Revised Code support this outcome.

	Name of Applicant	Position Applied For	BAR #
1.	Rocco Martin	Police Officer	04-BR-052
2.	John Quinlan	Firefighter	04-BR-053
3.	Matthew T. Hall	Firefighter	04-BR-054
4.	Frank R. Ptacin	Firefighter	04-BR-055
5.	John D. Henneke	Firefighter	04-BR-056
6.	Robert W. Conaway	Firefighter	04-BR-057
7.	Ronald S. Potts	Firefighter	04-BR-058
8.	Edriel L. Jeffrey	Firefighter	04-BR-059
9.	Ryan M. Krichbaum	Police Officer	04-BR-060
10.	Adam T. Szuter	Police Officer	04-BR-061
11.	William A. Harris	Firefighter	04-BR-062
12.	Michael James	Firefighter	04-BR-063
13.	Leroy Bean	Firefighter	04-BR-064
14.	Mark Thalman	Firefighter	04-BR-065
15.	Brian Staats	Firefighter	04-BR-066
16.	Shalena Brown	Police Comm. Tech.	04-BR-067
17.	James F. Coyle	Firefighter	04-BR-068

After reviewing the file for Rocco Martin, the Commissioners decided his name would not be reinstated to the police officer eligible list.

After reviewing the files of Ryan Krichbaum and Adam Szuter, the Commissioners decided their names would be reinstated to the police officer eligible list.

After reviewing the files of Frank Ptacin, John D. Henneke, William Harris and James F. Coyle, the Commissioners decided their names would be reinstated to the firefighter eligible list.

After reviewing the files of John Quinlan, Matthew T. Hall, Robert W. Conaway, Ronald S. Potts, Edriel L. Jeffrey, Michael James, Leroy Bean, Mark Thalman and Brian Staats, the Commissioners decided their names would not be reinstated to the firefighter eligible list.

After reviewing the file of Shalena Brown, the Commissioners decided her name would be reinstated to the Police Communications Technician eligible list.

Police Officer Applicants Removed During the Prescreening Process

Cerise Allen  
Rodney Blacker  
Justin Canlas  
Michael Doby  
Terry Edwards  
Damian Hamilton  
Michael J. Johnson  
Tyler Kerns  
Jeffrey Haines  
Angela Loar  
Michael Moore  
Richard Messmer  
Christopher Park  
Tammi Scott  
Thomas Smith  
Trent Spellman  
Josiah Sprague  
Justin J. Young  
Robert W. Grubaugh

The Commissioners reviewed the files of nineteen police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing the files of Cerise Allen, Terry Edwards, Michael Moore, Christopher Park, Tammi Scott, Thomas Smith, Trent Spellman, and Robert W. Grubaugh, the Commissioners decided that their applications would be accepted and they would be permitted to take the police officer examination.

After reviewing the files of Rodney Blacker, Justin Canlas, Michael Doby, Damian Hamilton, Michael J. Johnson, Tyler Kerns, Jeffrey Haines, Angela Loar, Richard Messmer, Josiah Sprague, and Justin J. Young, the Commissioners decided that their applications would not be accepted and they would not be permitted to take the police officer examination.

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RE:    *Pre-hearing conference on the merits of the appeal of Barbara Horton-Alomar from the action of the Department of Public Safety, Division of Police, discharging her from the position of Police Sergeant – Appeal No. 03-CA-0016.*

Appearances were made and President Tyson asked for copies of each party’s list of witnesses. After review by the Commission and discussion as to the relevance of appellant’s requested witnesses, John Sumner, Assistant City Attorney, reported that the appeal might be settled prior to the scheduled hearing date of September 27, 2004.

President Tyson asked that the parties advise the Commission in writing no later than Friday, September 3, 2004 as to whether or not the case would be settled. If the case is not settled, then the Commission will advise the parties at that time as to which witnesses will be allowed to testify, and the hearing will proceed as scheduled on September 27, 2004.

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The regular meeting was adjourned at 2:24 p.m.

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Priscilla R. Tyson, Commission President	November 8, 2004
	Date